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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-5163
TDD/TTY No. 544-5227

PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA
Wednesday, September 20, 2000
Noon
City Hall, Hearing Room 421

Committee Members

Paul Hogan, Chair
Vince Courtney

Agenda Changes

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1. Mission Statement and Work Program

   Possible action item.

2. Public Comment

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Disability Access: The hearing room is wheelchair accessible.

Translators: When requests are made by 4:00 p.m. of the Friday before a Monday or Tuesday meeting, or 48 hours before a Wednesday, Thursday or Friday meeting, agendas for meetings are available to hearing and sight impaired persons.

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Sunshine Ordinance Task Force

City Hall
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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Wednesday, September 20, 2000
Noon
City Hall, Hearing Room 421

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Committee Members

Paul Hogan, Chair, present
Vince Courtney, present

1. Mission Statement and Work Program

Motion adopted approving the mission statement and work program as attached to submit to the Task Force. (Courtney, Hogan)

Discussion held regarding the detailed work program, i.e.,
--Possibly having brochure in Braille, audio, additional languages, larger font.
--Stating on each translation of the brochure what other languages the brochure is printed.
--Pulling together a list of the most frequently asked questions, with answers.
--Dealing with media requests

Next meeting to discuss:
--List of groups to address
--Frequently asked questions
--Possibly taking on some of the Annual Report

Regular meetings set for the first Wednesday of each month, noon. The next meeting, however to be set for October 11, noon.

2. Public Comment

Joe Partansky addressed the Committee regarding records requests and availability and accessibility.

Meeting adjourned at 1:15 p.m.

Next meeting Wednesday, October 11, noon.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA
Wednesday, October 11, 2000
Noon
City Hall, Hearing Room 408

Committee Members

Paul Hogan, Chair
Vince Courtney

Agenda Changes

1. Minutes of September 20, 2000

   Shall the minutes of September 20, 2000 be approved?

2. Work Program

   Shall the proposed work program be adopted?

3. Public Comment

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Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

Notes

Wednesday, October 11, 2000
Noon
City Hall, Hearing Room 408

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Committee Members

Paul Hogan, Chair, Present
Vince Courtney, Absent

Meeting not held because of lack of a quorum. Discussion only regarding Work Program.

--Press releases to press regarding Sunshine Ordinance to generate interest in Sunshine Ordinance and activities of Task Force. **Have list of contacts pulled together for next meeting of PEIC.**

--Paul to have draft of press release letter for next Task Force meeting.

--Pull together listing of media contacts; neighborhood groups; Planning Department lists.

--Pull together listing of frequently asked questions.
Possibly take training information from City Attorney Office and turn into questions and answers.

--Send letter to person in Mayor's Office who is responsible for IT and ask if the email in question of Mr. Pasquariello was backed up and is retrievable.

--Possibly Mayor's Office of Neighborhood Services could distribute brochures
Different police stations at monthly neighborhood meetings.

--Possibly place English version of brochure on web with statement ant version is available in other languages.

--Possibly place brochures in libraries.

--Annual report suggestions
- Report on what we have done
- Have each committee report on activities
- Request additional funding

Meeting adjourned at 1:20 p.m.

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

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Wednesday, November 1, 2000
Noon
City Hall, Hearing Room 406

Committee Members

Paul Hogan, Chair
Vince Courtney

Roll Call

Agenda Changes

1. Minutes of September 20, 2000

   Shall the minutes of September 20, 2000 be approved?

2. Work Program

   Shall the proposed work program be adopted?

3. Public Comment

Next Meeting Wednesday, December 6, 2000

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Wednesday, November 1, 2000
Noon
City Hall, Hearing Room 406

Committee Members

Paul Hogan, Chair, absent
Vince Courtney, present

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Meeting not held due to lack of a quorum.

Donna L. Hall, Administrator

Next Meeting Thursday, November 9, 2000

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, November 9, 2000
Noon
City Hall, Hearing Room 406

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Committee Members

Paul Hogan, Chair
Vince Courtney

Roll Call

Agenda Changes

1. Minutes of September 20, 2000

   Shall the minutes of September 20, 2000 be approved?

2. Work Program

   Shall the proposed work program be adopted?

3. Meeting dates

   Shall the regular meetings of the Committee be changed to the second Thursdays of each month?

4. Public Comment

Adjournment

Next Meeting Thursday, December 7, 2000

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

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Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, November 9, 2000
Noon
City Hall, Hearing Room 406

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Committee Members

Paul Hogan, Chair, Present
Vince Courtney, Present

1. Minutes of September 20, 2000

Minutes approved.

2. Work Program

Hilda Bernstein, Chair of the Sunshine Ordinance Task Force, reported she had talked with Bevan Dufty of the Mayor's Office, and they were willing to distribute material from the Sunshine Ordinance Task Force.

Paul Hogan to contact Marie-Lorraine Mallare to request her expertise on drafting a press release; press releases to be distributed before Task Force meetings.

Vince Courtney requested the Mayor's Office be contacted and ask for their press email listing.

Jackie Minor to contact Planning Department and request their mailing lists.

Vince Courtney to request listing from Tony Kilroy.

Paul Hogan and Vince Courtney to meet with web person to talk about placing Frequently Asked Questions on the web.

Frequently Asked Questions to be sent to Committee before finalizing them for the web.

3. Meeting dates

Meeting dates set for the first Thursdays of each month, 3:00 p.m.

4. Public Comment

No public comment.

The meeting adjourned at 1:55 p.m.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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7/00

PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, December 7, 2000
3:00 p.m.
City Hall, Hearing Room 406

Committee Members

Paul Hogan, Chair
Vince Courtney
Marie-Lorraine Mallare

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Roll Call

Agenda Changes

1. Minutes of November 9, 2000

   Action item

   Shall the minutes of November 9, 2000 be approved?

2. Distribution of Task Force materials to employees and officials of the City/County of San Francisco

   Discussion and possible action item

3. Progress of implementing work plan

   Discussion and possible action item

4. Public Comment

Adjournment

Next Meeting Thursday, January 4, 2001

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

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Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTES

Thursday, December 7, 2000
3:00 p.m.
City Hall, Hearing Room 406

Committee Members

Paul Hogan, Chair, Present
Vince Courtney, Absent
Marie-Lorraine Mallare, Absent

Meeting not held. Lack of a quorum

Donna L. Hall, Administrator

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, January 4, 2001

Committee Members

Paul Hogan, Chair
Vince Courtney
Marie-Lorraine Mallare

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AGENDA

SPECIAL MEETING

Thursday, January 25, 2001
3:00 p.m.
City Hall, Hearing Room 406

Committee Members: Paul Hogan, Chair; Vince Courtney; Marie-Lorraine Mallare

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives.

Roll Call

Agenda Changes

1. Minutes of November 9, 2000

   Action item: Shall the minutes of November 9, 2000 be approved?

2. Distribution of Task Force materials to employees and officials of the City/County of San Francisco

   Discussion and possible action item

3. Progress of implementing work plan

   Discussion and possible action item

4. Public Comment

Adjournment **Next Meeting date to be set**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

SPECIAL MEETING

Thursday, January 25, 2001
3:00 p.m.

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Committee Members
Paul Hogan, Chair
Vince Courtney
Marie-Lorraine Mallare

Roll Call (Mallare absent)

1. Minutes of November 9, 2000

   Motion adopted approving the minutes of November 9, 2000. (Courtney/Hogan)

2. Distribution of Task Force materials to employees and officials of the City/County of San Francisco

   Administrator to distribute e-mail policy to Department Heads for their distribution to employees who use e-mail; distribution to go out on Sunshine Ordinance Task Force letterhead.

3. Progress of implementing work plan

   Chair Hogan reported he had met with City DTIS representative to discuss placing items on the Task Force web page. Chair Hogan to work on placing the questions and answers; the e-mail policy, and the complaint form on the web page.

   Member Courtney to work on draft letter to send to neighborhood groups.

   Administrator requested to send brochures to the branch libraries. The brochures have been placed at the Main Library.

4. Public Comment

No public comment

The meeting adjourned at 4:00 p.m. Next meeting March 8.

Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, February 1, 2001

Committee Members

Paul Hogan, Chair
Vince Courtney
Marie-Lorraine Mallare

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AGENDA

Thursday, March 8, 2001
(and cancellation of meeting of March 1, 2001)
3:00 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Vince Courtney; Marie-Lorraine Mallare
Sue Cauthen

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Minutes of January 25, 2001

   Action item: Shall the minutes of January 25, 2001 be approved?

2. Progress of implementing work plan

   Draft letter to neighborhood groups

   Discussion and possible action item

3. Public Comment

Adjournment **Next meeting April 5, 2001**

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Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, March 8, 2001
3:00 p.m., City Hall, Room 406

Committee Members: Paul Hogan, Chair; Vince Courtney; Marie-Lorraine Mallare; Sue Cauthen

Roll Call: Marie-Lorraine Mallare absent

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1. Minutes of January 25, 2001

   Approved. (Hogan/Cauthen)

2. Progress of implementing work plan

   Email memo to be distributed to Department Heads this week.
   Six items going to web update:
   - Three press releases
   - Draft email policy
   - Frequently asked questions
   - Form for public to fill out to file a complaint on-line

   Outreach letter to be sent to neighborhood groups; work with Bevan Dufty's group to help disseminate the letter; possibly invite Bevan Dufty to the next Public Education meeting; mailing to be by listing from Planning Department; listing from Democratic Club; possibly listing from Coalition for San Francisco Neighborhoods.

   The Coalition for San Francisco Neighborhoods would be a good group for a speaker; Sue Cauthen to make contact with this group

3. Public Comment
   No public comment.

Meeting adjourned at 3:55 p.m.

Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

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AGENDA

Tuesday, April 10, 2001
(and cancellation of meeting of April 5, 2001)
4:00 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Sue Cauthen, Vince Courtney

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Roll Call

Agenda Changes

1. Minutes of March 8, 2001

   Action item: Shall the minutes of March 8, 2001 be approved?

2. Progress of implementing work plan

   Discussion and possible action item

3. Public Comment

Adjournment **Next meeting May 3, 2001**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

PUBLIC EDUCATION & INFORMATION COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

MINUTES

Tuesday April 10, 2001
3:00 p.m., City Hall, Room 406

Committee Members: Paul Hogan, Chair; Vince Courtney; Sue Cauthen

Roll Call: Vince Courtney absent

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1. Minutes of March 8, 2001

   Approved. (Cauthen/Hogan)

2. Progress of implementing work plan

   Discussion held regarding work plan:
   - Outreach letter to be drafted by next meeting
   - Bevan Dufty to be called regarding help with getting information to neighborhood groups
   - Committee members to meet with the Coalition for San Francisco Neighborhoods on May 15
   - Committee members to meet with the League of Women Voters in June
   - Update to the web page to be worked on this month

3. Public Comment
   No public comment.

Meeting adjourned at 4:45 p.m.

Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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AGENDA

Thursday, May 3, 2001
4:00 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Sue Cauthen, Vince Courtney

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Roll Call

Agenda Changes

1. Minutes of April 10, 2001

   Action item: Shall the minutes of March 8, 2001 be approved?

2. Progress of implementing work plan

   Discussion and possible action item

3. Public Comment

Adjournment **Next meeting June 7, 2001**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW AT CITY HALL, TUESDAY THROUGH FRIDAY, ROOM 409, SUNSHINE ORDINANCE TASK FORCE OFFICE

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, May 3, 2001

RESCHEDULED TO WEDNESDAY, MAY 9, 2001

4:00 p.m.,City Hall, Room 406

Committee Members: Paul Hogan, Chair; Sue Cauthen, Vince Courtney

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Roll Call

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Agenda Changes

1. Minutes of April 10, 2001

   Action item: Shall the minutes of March 8, 2001 be approved?

2. Progress of implementing work plan

   Discussion and possible action item

3. Public Comment

Adjournment **Next meeting June 7, 2001**

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Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Wednesday, May 9, 2001
4:00 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Sue Cauthen, Vince Courtney

Roll Call:
Present: Hogan, Cauthen
Absent: Courtney
Also present: Task Force Chair Bernstein, Administrator Hall

1. Minutes of April 10, 2001

   Minutes approved. (Cauthen/Hogan)

2. Progress of implementing work plan

   --Letter to neighborhood groups to be sent (with follow-up calls)
   Have neighborhood reps distribute the letter
   --Meet with Ted Fang (Paul to do)
   --Contact to be made with School District, City College
   --List of City agencies that do not follow into Sunshine

3. Public Comment

   No public comment

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The meeting adjourned at 5:00 p.m.

Submitted by Donna L. Hall, Administrator

*Audio tapes are available for all Sunshine Ordinance Task Force Meetings.

Sunshine Ordinance Task Force

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rescheduled
to 6/19/01

PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, June 7, 2001 Cancelled and
RESCHEDULED TO TUESDAY, JUNE 19, 2001
11:00 a.m., City Hall, Room 406

Committee Members: Paul Hogan, Chair; Marie Harrison, Ted Kowalczuk

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Roll Call

Agenda Changes

1. Minutes of May 9, 2001

   Action item: Shall the minutes of May 9, 2001 be approved?

2. Progress of implementing work plan

   Discussion and possible action item

3. Public Comment

Adjournment

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MINUTES

Tuesday, June 19, 2001
11:00 a.m., City Hall, Room 406

Committee Members: Paul Hogan, Chair; Marie Harrison, Ted Kowalczuk

Roll Call: All members present

1. Minutes of May 9, 2001

   Minutes accepted.

2. Progress of implementing work plan

   Letters have been mailed to neighborhood groups; recommendation to request Rules Committee to address topic of a volunteer community consultant to work with the Task Force for educational outreach; informational letters to be sent to colleges and schools and law schools and Lawyer's Guild;

3. Public Comment

   No public comment.

Adjournment: The meeting adjourned at 11:40 a.m.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, July 5, 2001

Committee Members
Paul Hogan
Marie Harrison
Ted Kowalczuk

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, July 12, 2001
4:00 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Marie Harrison, Ted Kowalczuk

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Roll Call

Agenda Changes

1. Minutes of June 19, 2001

   Action item: Shall the minutes of June 19, 2001 be approved?

2. Progress of implementing work plan

   Discussion and possible action item

3. Public Comment

Adjournment

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, July 12, 2001

MEETING CANCELLED AND RESCHEDULED TO

Thursday, July 19, 2001

4:30 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Marie Harrison, Ted Kowalczuk

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Roll Call

Agenda Changes

1. Minutes of June 19, 2001

   Action item: Shall the minutes of June 19, 2001 be approved?

2. Progress of implementing work plan

   Discussion and possible action item

3. Public Comment

Adjournment

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, July 19, 2001

4:30 p.m.
City Hall, Room 406

Committee Members: Paul Hogan, Chair; Marie Harrison, Ted Kowalczuk

Roll call: Present: Hogan, Kowalczuk. Absent: Harrison

1. Minutes of June 19, 2001

   Minutes approved. (Kowalczuk/Hogan) (Harrison absent)

2. Progress of implementing work plan

   Jennifer Schuler, Department of Telecommunications & Information Services, spoke to the Committee on the progress of updating the Sunshine Ordinance Task Force Web Page.

   Administrator Donna Hall reported to the Committee the progress of the compilation of the Public Meeting Bodies and the sending of letters to neighborhood groups.

3. Public Comment

   No public comment.

The meeting adjourned at 5:00 p.m.

Donna L. Hall, Administrator

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, August 2, 2001

Committee Members
Paul Hogan
Marie Harrison
Ted Kowalczuk

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, September 6, 2001

4:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk, Marjorie Ann Williams

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Roll Call

Agenda Changes

1. Minutes of July 19, 2001. Action item

2. Recommendation to the Task Force regarding the appointment of community outreach person(s). Discussion and possible action item

3. Progress of implementing work plan. Discussion item

4. Schedule date of regular meeting of Public Education & Information Committee Action item

5. Public Comment

Adjournment

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Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE
SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, September 6, 2001
4:00 p.m., City Hall, Room 34

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk, Marjorie Ann Williams

Roll Call: Williams absent

1. Minutes of July 19, 2001. Accepted for filing. (Kowalczuk/Guillory) (Williams absent)

2. Recommendation to the Task Force regarding the appointment of community outreach person(s)

   Chair Guillory to prepare draft procedures outline for a volunteer community outreach person to be appointed from the community to assist the Committee; procedures to include community liaison, preparation of instructional material; press releases; help with identification of community groups to address, etc.; recommendation to be made to the Task Force to appoint Sue Cauthen to this position for a three-month period; consensus reached to present these ideas to the Task Force at their September 25 meeting.

3. Progress of implementing work plan

   Discussion held for continued outreach to neighborhood groups; outreach to local media; work on additional press releases, continued design of materials; letter to non-profits.

4. Schedule date of regular meeting of Public Education & Information Committee

   Agreed to continue scheduling the meetings for the first Thursday of each month, 4:00 p.m.

5. Public Comment: No public comment

Meeting adjourned at 4:40 p.m. Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, October 4, 2001

Committee Members
Danaiel Guillory
Ted Kowalczuk
Marjorie Williams

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Tuesday, October 16, 2001

5:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk, Marjorie Ann Williams

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Roll Call

Agenda Changes

1. Minutes of September 6, 2001. Action item

2. Progress of implementing work plan. Discussion item

   --Meeting with Neighborhood groups
   --Information to Non profit groups

3. Suggestions for Sunshine Ordinance Task Force Annual Report. Discussion item

4. Public Comment

Adjournment

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3.6

6/01

Sunshine Ordinance Task Force

City Hall
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San Francisco 94102-4689
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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

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MINUTES

Tuesday, October 16, 2001

5:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk; Marjorie Ann Williams

Roll Call: All present.

Note: First name after each item indicates Member introducing motion; second name indicates Member seconding motion; all motions considered unanimous unless noted.

1. Minutes of September 6, 2001. Minutes approved. (Kowalczuk/Williams)

2. Progress of implementing work plan.

   --Meeting with Neighborhood groups
   Alex Tourk of the Mayor's Office of Neighborhood Services presented information to the Committee regarding the neighborhood groups. The Committee to set meetings with the neighborhood groups.

   --Information to Non profit groups
   Letter to be distributed to non-profits stating the Committee would be setting up a training session.

3. Suggestions for Sunshine Ordinance Task Force Annual Report.

   Suggestion to include the outreach efforts and the appointment of a community volunteer position.

4. Public Comment: No public comment.

The meeting adjourned at 5:40 p.m.

Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, November 1, 2001

Committee Members
Daniel Guillory
Ted Kowalczuk
Marjorie Williams

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/01

PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Tuesday, November 6, 2001

4:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Roll Call

Agenda Changes

1. Minutes of October 16, 2001. Action item

2. Community Liaison Volunteer work program. Action item

3. Progress of implementing work plan. Discussion item

   --Upcoming neighborhood meetings
   --Information to non-profit groups

4. Public Comment

Adjournment

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

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Tuesday, November 6, 2001

4:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk, Marjorie Ann Williams

Roll Call: All members present

Note: First name after each item indicates Member introducing motion; second name indicates Member seconding motion; all motions considered unanimous unless noted.

Agenda Changes

1. Minutes of October 16, 2001. Approved (Kowalczuk/Williams)

2. Community Liaison Volunteer work program.

   Position to be posted and noticed the same as vacancies of Task Force Members; also to be posted on the Task Force web page.

   Member Kowalczuk to work with Sue Cauthen to draft qualifications.
   Position to draft press releases discussed—possibly on monthly basis; work with news persons to get information out regarding Task Force activities; information to be disseminated other than agendas and minutes to be worked through the Deputy City Attorney, the Administrator, and the Task Force Chair.

   Chair Guillory to present report to the Task Force regarding the discussion of qualifications for Volunteer Community Liaison; the option for extending this position for another month; the recommendation to be brought before the Task Force at their December meeting.

3. Progress of implementing work plan. Discussion item

--Upcoming neighborhood meetings
Outline of SOTF Presentations; to be approved by Task Force Chair; to be distributed through Alex Tourk
--Information to non-profit groups
Presentation will be given to the Sunset Neighborhood Coalition neighborhood group; also to the Harvey Milk Club.

4. Public Comment

Male speaker, stating he was in attendance to get information on the Sunshine Ordinance.

The meeting adjourned at 5:00 p.m.

Donna L. Hall, Administrator

* The 11/6/01 Public Education & Information Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, December 6, 2001

4:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Ted Kowalczuk, Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Minutes of November 6, 2001. Action item

2. Community Liaison Volunteer work program. Action item

3. Progress of implementing work plan. Discussion item

   --Upcoming neighborhood meetings
   --Information to non-profit groups

4. Public Comment

Adjournment

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

AGENDA

Thursday, January 3, 2002

4:00 p.m.
City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Heather Sterner; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Minutes of November 6, 2001. Action item

2. Community Liaison Volunteer work program. Action item

3. Progress of implementing work plan. Discussion item

   --Volunteer Community Liaison
   --Upcoming neighborhood meetings
   --Information to non-profit groups

4. Public Comment

Adjournment

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Thursday, January 3, 2002

4:00 p.m., City Hall, Room 406

Committee Members: Daniel Guillory, Chair; Heather Sterner; Marjorie Ann Williams

Roll Call: All present

(All motions adopted unanimously except as noted. First name indicates initiator of motion; second name indicates seconder of motion.)

1. Minutes of November 6, 2001. Approved. (Williams/Guillory)

2. Community Liaison Volunteer work program. Discussion held of approved work program.

3. Progress of implementing work plan. Discussion item

   --Volunteer Community Liaison

   Motion adopted for Chair to draft introductory paragraph inviting persons to apply for Community Liaison Volunteer for one-year term. (Sterner/Williams)

   --Upcoming neighborhood meetings

   Discussion held regarding meeting with neighborhood groups.

   --Information to non-profit groups

Motion adopted that Member Sterner draft a letter to non-profits, for approval of Task Force Chair, to be sent to non-profits before the next meeting. (Williams/Guillory)

4. Public Comment

Sue Cauthen spoke regarding public records retrieval problems.

The meeting adjourned at 5:05 p.m.

Donna L. Hall, Administrator

* The 1/3/02 Public Education & Information Committee of the Sunshine Ordinance Task Force meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, February 7, 2002

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Committee Members
- Daniel Guillory, Chair
- Heather Sterner
- Marjorie Williams

Posted February 1, 2002

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SPECIAL MEETING AGENDA

Wednesday, February 20, 2002

4:00 p.m.
City Hall, Room 414

Committee Members: Daniel Guillory, Chair; Heather Sterner; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Roll Call

Agenda Changes

1. Minutes of January 3, 2002. Action item

2. Progress of implementing work plan. Discussion item

   --Volunteer Community Liaison
   --Upcoming neighborhood meetings
   --Information to non-profit groups
   --Radio and press contacts

3. Public Comment

Adjournment

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

MINUTES

Wednesday February 20, 2002

4:00 p.m., City Hall, Room 408

Committee Members: Daniel Guillory, Chair; Heather Sterner; Marjorie Ann Williams

Roll Call: All present

(All motions adopted unanimously except as noted. First name indicates initiator of motion; second name indicates seconder of motion.)

1. Minutes of January 3, 2002. Approved. (Sterner/Williams)

2. Progress of implementing work plan.

   --Volunteer Community Liaison
   Send to Task Force for approval of Volunteer description
   --Upcoming neighborhood meetings
   --Information to non-profit groups
   Letters sent to 290+. A number of calls resulting from mailing
   --Radio and press contacts
   Distribute at Task Force meeting

3. Public Comment

   Sue Cauthen spoke regarding checklist for agencies to have to answer Sunshine Ordinance questions.

The meeting adjourned at 4:40 p.m. Donna L. Hall, Administrator

* The 2/20/02 Public Education & Information Committee of the Sunshine Ordinance Task Force meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, March 7, 2002

Committee Members
- Daniel Guillory
- Heather Sterner
- Marjorie Williams

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, April 4, 2002

Committee Members
- Daniel Guillory
- Heather Sterner
- Marjorie Williams

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PUBLIC EDUCATION & INFORMATION COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, May 2, 2002

Posted 4-26-02

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PUBLIC EDUCATION & INFORMATION COMMITTEE OF THE SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, June 6, 2002

Posted 5-30-02

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Cancellation of meeting of 7-4-02 and Rescheduled meeting of

Thursday, July 11, 2002
4:00 p.m.
City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Roll Call
Agenda Changes

1. Minutes of February 20, 2002. Action item

2. Report of previous work of Committee. Discussion item

3. Organization of new Committee and work program. Discussion and possible action item.

   --Volunteer Community Liaison
   --Date and time of meetings

4. Procedures for public records requests sample form. Discussion and possible action item.

5. Public Comment

Adjournment

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

Thursday, July 11, 2002, 4:00 p.m.
City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

(All motions adopted unanimously except as noted. First name indicates initiator of motion; second name indicates seconder of motion.)

Roll Call: Present: Brugmann, Jenkins; Absent: Williams

Volunteer Community Liaison Cauthen was present.

1. Minutes of February 20, 2002. Approved. (Jenkins/Brugmann) (Williams absent)

2. Report of previous work of Committee

   Administrator Hall reported on previous work of Committee.

   Suggestion made to add Bay City News and AP Assignment Desk to the media distribution list.

3. Organization of new Committee and work program. Discussion and possible action item.

   --Volunteer Community Liaison

   Sue Cauthen to continue, for the present time, as Volunteer Community Liaison.

   Motion adopted to request from current Task Force Members and former Task Force Members of their interest in the position of Volunteer Community Liaison; also to contact Hastings Law School and possibly other college institutions for volunteers to work with the Volunteer Community Liaison. (Jenkins/Brugmann) Williams absent)

--Date and time of meetings

Motion adopted setting date and time of regular meetings of the Committee for the second Thursday of each month, 4:00 p.m. (Jenkins/Brugmann) (Williams absent)

4. Procedures for public records requests sample form.

Motion adopted requesting Administrator and Deputy City Attorney to work on sample procedures for public records requests. (Jenkins/Brugmann) (Williams absent)

Discussion held regarding reporting to full Task Force on the Library's Procedures for Public Records Requests and the Library's Public Records Request Form. (Jenkins/Brugmann) (Williams absent)

5. Public Comment. No public comment.

The meeting adjourned at 4:55 p.m.

Donna L. Hall, Administrator

* The 7/11/02 Public Education & Information Committee of the Sunshine Ordinance Task Force meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

8.6

/02

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, August 8, 2002
4:00 p.m.
City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

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Call to Order
Roll Call
Agenda Changes

1. Minutes of July 11, 2002. (action item)

2. Discussion of Volunteer Community Liaison (discussion and possible action item)

3. Discussion of model public records request procedure to be recommended for the Library and other City departments. (discussion and possible action item)

4. Public Comment

Adjournment

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Disability Access

The hearing room is wheelchair accessible.

Chemical-Based Products

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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Board of Supervisors
Sunshine Ordinance Task Force

August 08, 2002 Cancelled

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PUBLIC EDUCATION & INFORMATION COMMITTEE
OF THE
SUNSHINE ORDINANCE TASK FORCE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, August 8, 2002

Posted 8-8-02

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, September 12, 2002
4:00 p.m.
City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Call to Order
Roll Call
Agenda Changes

1. Minutes of July 11, 2002. (action item)

2. Recommended form for public records requests. (discussion & possible action)

3. Letter to Public Library recommending use of model form for public records requests. (discussion & possible action)

4. Public Comment

Adjournment

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES
Thursday, September 12, 2002
4:00 p.m., City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: First name after item indicates initiator. Second name indicates seconder. Motions carried unanimous except as noted.

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Called to order at 4:00 p.m.

Roll Call: All members present.

1. Minutes of July 11, 2002. Approved. (Jenkins/Williams)

2. Recommended form for public records requests.

   Motion adopted approving the draft letter to departments regarding a suggested public request form; the draft Letter and Sample Public Records Request Form as attached. ((Jenkins/Williams)

3. Letter to Public Library recommending use of model form for public records requests.

   Motion adopted approving draft letter to Public Library regarding their public records request procedures. (Jenkins/Williams)

4. Public Comment

   Public comment from Kevin Blackwell regarding public records requests.

The meeting adjourned at 5:00 p.m. Donna L. Hall, Administrator

*The 9/12/02 Public Education & Information Committee of the Sunshine Ordinance Task Force meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

8.6
10/02

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, October 10, 2002
4:00 p.m.
City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 12, 2002. (action item)

2. Recommended form for public records requests. (discussion & possible action)

3. Letter to Public Library recommending use of model form for public records requests. (discussion & possible action)

4. Public Comment

Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

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3.6
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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

Thursday, October 10, 2002
4:00 p.m., City Hall, Room 406

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: First name after item indicates initiator. Second name indicates seconder. Motions carried unanimous except as noted.

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Roll call: All present.

1. Approval of minutes of September 12, 2002.

   Minutes approved. (Jenkins/Williams)

   Motion adopted rescinding actions of meeting of 9/12/02. (Jenkins/Williams)

   Public comment from Peter Warfield regarding rescinding actions.

2. Recommended form for public records requests.

   Motion adopted approving the draft letter to departments, draft letter to be attached to the public records request, and the draft sample public records request form. (Jenkins/Williams)

   Public comment from Peter Warfield regarding the Library procedures and sample public records request form.

3. Letter to Public Library recommending use of model form for public records requests.

   Public comment from Mike Housh from Public Library regarding the Library public records procedures.

   Public comment from Peter Warfield regarding the Public Library procedures.

After receiving information from the Library, the attached draft letter to the Public Library was approved. (Jenkins/Williams)

4. Public Comment

Public comment from Doug Comstock regarding the Task Force web page.

Public comment from Garrett Jenkins regarding technology for greater access to records.

The meeting adjourned at 5:50 p.m.

Donna L. Hall, Administrator

*The 10/10/02 Public Education & Information Committee of the Sunshine Ordinance Task Force has been recorded and is on file in the Sunshine Ordinance Task Force Office.

8.6

4/02
c/2

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, November 14, 2002

Posted 11-8-02

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, December 12, 2002

Posted 12-5-02

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, January 9, 2003

Posted 12-24-02

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, February 13, 2003
4:00 p.m.
City Hall, Room 82

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

Note: Each item on the Agenda may include minutes, department or agency letters and reports, Task Force reports, and public correspondence. These items will be available for review at City Hall, Sunshine Ordinance Task Force Office, Room 409.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of October 10, 2002. (action item)

2. Representative from Telecommunication & Information Services Department. (discussion item)

3. Future Committee Member items. (discussion item)

4. Public Comment

Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
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3.6

/03

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

Thursday, February 13, 2003
4:00 p.m., City Hall, Room 82

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: First name after item indicates Member making motion. Second name indicates Member seconding motion. Motions carried unanimous except as noted.

Roll call: All members present.

1. Approval of minutes of October 10, 2002. Minutes approved. (Jenkins/Williams)

2. Representative from Telecommunication & Information Services Department.

   Marco Bruno, representative from the Department of Telecommunication & Information Services, spoke to the Committee regarding web capabilities.

   Administrator to report back to the Committee at the next meeting regarding the program Customer Relationship Management.

3. Future Committee Member items.

   Suggestion the Committee meet with the San Francisco Newspaper Association and other media organizations regarding distribution of information on the Sunshine Ordinance.

4. Public Comment. No public comment.

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The meeting adjourned at 5:10 p.m.

Submitted by Donna L. Hall, Administrator

*The 2/13/03 meeting of the Public Education & Information Committee has been recorded and is on file in the Sunshine Ordinance Task Force Office.

8.6

3/03

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, March 13, 2003
4:00 p.m.
City Hall, Room 408

Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding City representatives who are requested by the Committee to make a presentation.

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Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of February 13, 2003. (action item)

2. Discussion of Customer Relationship Management concept. (discussion item)

3. Future Committee Member items. (discussion item)

4. Public Comment

Adjournment

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SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

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Board of Supervisors
Sunshine Ordinance Task Force

March 13, 2003 Cancelled

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, March 13, 2003

4:00 p.m.

City Hall, Room 408

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Committee Members: Bruce Brugmann, Chair; Garrett Jenkins; Marjorie Ann Williams

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Call to Order

Roll Call

Agenda Changes

1. Approval of minutes of February 13, 2003. (action item)

2. Discussion of Customer Relationship Management concept. (discussion item)

3. Future Committee Member items. (discussion item)

4. Public Comment

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW

MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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1. Complainant presents his/her facts and evidence 5 minutes
2. Other parties present facts and evidence 5 minutes each party
3. City responds 5 minutes
4. Complainant presents rebuttal 3 minutes
5. Public comment
6. Matter is with the Task Force for discussion and deliberation
7. Vote by Task Force

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0/03

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
AGENDA

Thursday, April 10, 2003
4:00 p.m. City Hall, Room 406

Committee Members: Bruce Brugmann, Chair, Garrett Jenkins, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of February 13, 2003. (action item)

2. Discussion regarding Customer Relations Program. (discussion item)

3. Discussion regarding scheduling outreach meetings in the community. (discussion item)

4. Public comment.

5. Future Committee items.

Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

Thursday, April 10, 2003, 4:00 p.m. City Hall, Room 406

Committee Members: Bruce Brugmann, Chair, Garrett Jenkins, Marjorie Williams

Note: First name after item indicates Member making motion. Second name indicates Member seconding motion. Motions carried unanimously except as noted.

Roll Call: Williams absent

1. Approval of minutes of February 13, 2003. Minutes approved. (Jenkins/Brugmann) (Williams absent)

2. Discussion regarding Customer Relations Program.

   Next meeting Committee to hear from City Committee on Information Technology.

3. Discussion regarding scheduling outreach meetings in the community.

   Committee to work with Compliance & Amendments Committee when community meetings are scheduled

4. Public comment. None

5. Future Committee items. None

The meeting adjourned at 5:00 p.m.

Donna L. Hall, Administrator

The 4/10/03 meeting of the Public Education & Information Committee has been recorded and is on file in the Sunshine Ordinance Task Force office.

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
RESCHEDULED MEETING
(from 5-8-03 to 5-22-03)

AGENDA

Thursday, May 22, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: Bruce Brugmann, Chair, Garrett Jenkins, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of April 10, 2003 (action item)
2. Discussion regarding Customer Relations Program (discussion item)
3. Public comment
4. Future Committee items

Adjournment

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THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
RESCHEDULED MEETING
(from 5-8-03 to 5-22-03)

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MINUTES

Thursday, May 22, 2003
4:00 p.m., City Hall, Room 406

Committee Members: Bruce Brugmann, Chair, Garrett Jenkins, Marjorie Williams

Roll Call: Brugmann absent

Note: First name after item indicates Member making motion. Second name indicates Member seconding motion. Motions carried unanimously except as noted.

1. Approval of minutes of April 10, 2003 Minutes approved. (Williams/Jenkins) Absent: Brugmann.

2. Discussion regarding Customer Relations Program.

   Deborah Vincent James, Executive Director, Committee on Information Technology, addressed the Committee stating they would be willing to work with the Committee in helping get the Index of Records back-up information on the web.

   Public comment from Peter Warfield regarding placing records on-line.

3. Public comment

   Public comment from Peter Warfield regarding making Orders of Determinations as specific as possible.

4. Future Committee items. None

The meeting adjourned at 4:30 p.m.

The 5/22/03 Public Education & Information Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force office.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, June 12, 2003

Posted 6-5-03

Sunshine Ordinance Task Force

City Hall
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San Francisco 94102-4689
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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

RESCHEDULED MEETING

(From 7-10-03)

TO

WEDNESDAY, JULY 16, 2003

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Posted 6/27/03

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
RESCHEDULED MEETING
(from 7-10-03)

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AGENDA

Wednesday, July 16, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of May 22, 2003 (action item)

2. Discussion regarding possible groups and dates for community meetings to discuss proposed amendments to the Sunshine Ordinance (discussion item and possible action)

3. Public comment (discussion item)

4. Future Committee items (discussion item)

Adjournment

1. Approval of minutes of May 22, 2003.

   Minutes approved. (Mehra/Parker) Absent: Williams.

2. Discussion regarding possible groups and dates for community meetings to discuss proposed amendments to the Sunshine Ordinance.

   Public comment from Richard Knee, Chair of the Compliance and Amendments Committee on the structure of community meetings and scheduling dates, times, and locations for meetings.

4. Future Committee items.

   Member Mehra recommended (1) a department custodian of records list be placed on the Sunshine Ordinance Task Force website as a central location; and (2) departments submit changes in their custodian of records to the Sunshine Task Force office monthly, quarterly, or annually.

Adjournment The meeting adjourned at 4:30 p.m.

Submitted by Donna L. Hall, Administrator

*The 7/16/03 Public Education & Information Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force office.

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, August 14, 2003

Posted 8-7-03

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
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AGENDA

Thursday, September 11, 2003
4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 16, 2003 (action item)

2. Discussion regarding possible groups and dates for community meetings to discuss proposed amendments to the Sunshine Ordinance (discussion item and possible action)

3. Public comment (discussion item)

4. Future Committee items (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force

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MINUTES*

Thursday, September 11, 2003
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair; Pawan Mehra, Marjorie Williams

Note: Action items: First name indicates Member making motion; second name indicates Member seconding motion. All items unanimous except as noted.

Roll Call: Present: Parker, Mehra, and Williams

1. Approval of minutes of July 16, 2003.

   Minutes approved. (Williams/Parker)

2. Discussion regarding possible groups and dates for community meetings to discuss proposed amendments to the Sunshine Ordinance.

   Public comment from Dr. Alexandra Nickliss requesting information about meeting dates and places that the Committee will decide on.

   Motion adopted recommending to the Task Force that the Public Education and Information Committee and the Compliance and Amendments Committee hold a community meeting at the Southeast Community Center on Wednesday, October 15, 2003 at 7:30 p.m. (Williams/Mehra)

   Motion adopted recommending to the Task Force that the Public Education and Information Committee and the Compliance and Amendments Committee set a community meeting tentative date of Saturday, November 8, 2003, 12:30 p.m., Visitacion Valley. (Williams/Mehra)

   Motion adopted recommending to the Task Force that the Public Education and Information Committee and the Compliance and Amendments Committee set a community meeting tentative date of Wednesday, January 28, 2003, 7:30 p.m., at the City College of San Francisco Mission Campus. (Williams/Mehra)

Motion adopted recommending to the Task Force that the Public Education and Information Committee and the Compliance and Amendments Committee set a community meeting tentative date of Saturday, February 21, 2003, 12:00, in District 5. (Williams/Mehra)

3. Public comment. None

4. Future Committee items. None

The meeting adjourned at 4:42 p.m.

Submitted by Donna L. Hall, Administrator

*The September 11, 2003 Public Education and Information Committee meeting has been recorded and is on file in the Sunshine Ordinance Task Force Office.

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 409
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SUNSHINE ORDINANCE TASK FORCE

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Thursday, October 9, 2003

Posted 10-1-03

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NOTICE OF CANCELLATION OF MEETING OF

Thursday, November 13, 2003

Agenda

Posted 11-7-03

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Thursday, December 11, 2003

Posted 12-4-03

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, January 8, 2004
4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 11, 2003. (action item)

2. Discussion of work program for 2004. (discussion item)

3. Discussion of regular meeting dates. (action item)

4. Public comment. (discussion item)

5. Future Committee items. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
2.	Other parties present facts and evidence	5 minutes each party
3.	City responds	5 minutes
4.	Complainant presents rebuttal	3 minutes
5.	Public comment	
6.	Matter is with the Task Force for discussion and deliberation	
7.	Vote by Task Force	

Note: Time must be adhered to
If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

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MINUTES

Thursday, January 8, 2004
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair; Pawan Mehra, Marjorie Williams

Roll Call: Present Parker; Absent Mehra, Williams

The meeting was cancelled due to a lack of quorum.

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, February 12, 2004
4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 11, 2003. (action item)

2. Discussion of work program for 2004. (discussion item)

3. Discussion of regular meeting dates. (action item)

4. Public comment. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1.	Complainant presents his/her facts and evidence	5 minutes
	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

Thursday, February 12, 2004
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair; Pawan Mehra, Marjorie Williams

Roll Call: Present Parker; Absent Mehra, Williams

The meeting was cancelled due to a lack of quorum.

Submitted by Donna L. Hall, Administrator

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, March 11, 2004
4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 11, 2003. (action item)

2. Discussion of work program for 2004. (discussion item)

3. Discussion of regular meeting dates. (action item)

4. Public comment. (discussion item)

Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
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Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

Thursday, March 11, 2004
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair; Pawan Mehra, Marjorie Williams

Roll Call: Present Parker; Absent Mehra, Williams

The meeting was cancelled due to a lack of quorum.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
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AGENDA
RESCHEDULED MEETING
(From 4-8-04)
TO

Tuesday, April 27, 2004
3:00 p.m.,
City Hall, Room 408

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 11, 2003. (action item)

2. Discussion of work program for 2004. (discussion item)

3. Discussion of scheduling of regular meeting dates. (action item)

4. Public comment. (discussion item)

Adjournment

Posted 4/1/04

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
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	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

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MINUTES*

Tuesday, April 27, 2004
3:00 p.m., City Hall, Room 408

Committee Members: David Parker, Chair, Pawan Mehra, Marjorie Williams

Note: First name after item indicates Member initiating motion. Second name indicates Member seconding motion. All items passed unanimously except as noted.

Roll Call**: Present**: Parker, Williams: Absent: Mehra

Meeting Convened: 3:50 p.m.

1. Approval of minutes of September 11, 2003. Minutes approved. (Williams/Parker) (Absent: Mehra)

2. Discussion of work program for 2004. Continued to the next meeting

3. Discussion of scheduling of regular meeting dates.

   Motion adopted that the meeting times of the Committee will be on-call. (Williams/Parker) (Absent: Mehra)

4. Public comment. No public comment.

The meeting adjourned at 3:55 p.m.

Donna L. Hall, Administrator

*The 4/27/04 minutes of the Public Education & Information Committee have been audio recorded and are on file in the Sunshine Ordinance Task Force office.

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, May 13, 2004

Posted 5/5/04

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

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AGENDA

Thursday, June 10, 2004
4:00 p.m.,
City Hall, Room 406

Committee Members: David Parker, Chair; Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of April 27, 2004. (action item)

2. Discussion of work program for 2004. (discussion item)

3. Public comment. (discussion item)

Adjournment

Posted 4/1/04

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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2.	City responds	5 minutes
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3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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SUNSHINE ORDINANCE TASK FORCE
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MINUTES*

Thursday, June 10, 2004
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Chair Jenkins appointed David Pilpel to serve on the Task Force for the June 10 meeting.

Note: First name after item indicates Member initiating motion. Second name indicates Member seconding motion. All items passed unanimously except as noted.

Meeting convened: 4:07 p.m.

Roll Call**: Present**: Parker, Pilpel Absent: Williams

1. Approval of minutes of April 27, 2004. Minutes amended to add a Call to Order time of 3:50 p.m. after Roll Call. Minutes approved as amended. (Pilpel/Parker) (Absent: Williams)

2. Discussion of work program for 2004.

   A discussion was held on:

   - Member Pilpel recommended changing the name of the Public Education & Information Committee to Education, Outreach & Training Committee;

   - Whether Department staff who deals with the public should be required or invited to participate in Sunshine training in order to better comply with the Ordinance;

   - Whether the Public Education & Information Committee should hold community meetings and on what issues;

- Whether community meetings about the proposed Sunshine Ordinance amendments be held and in what type of forum;

- Inviting staff from SFGTV and DTIS to a Committee meeting in August or September to make a presentation on how they see their role in terms of facilitating meaningful public participation in government through the channels of the television and the web.

3. Public comment. No public comment.

The meeting adjourned at 5:10 p.m.

Donna L. Hall, Administrator

*The 6/10/04 minutes of the Public Education & Information Committee have been audio recorded and are on file in the Sunshine Ordinance Task Force office.

Sunshine Ordinance Task Force

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AGENDA
RESCHEDULED MEETING
(From 7-8-04)
TO

Thursday, July 15, 2004
4:00 p.m.,
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of June 10, 2004. (action item)

2. Update on proposed changes to the Sunshine Ordinance. (information item)

3. Discussion of times and dates for Committee meetings. (action item)

4. Direction of Public Education & Information Committee. (Garrett Jenkins)

   --Discussion of work program for 2004. (discussion and possible action item)

5. Public comment. (For items not listed on the agenda)

Adjournment

Posted 7/1/04

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

RESCHEDULED MEETING
(From 7-8-04)
TO

Thursday, July 15, 2004
4:00 p.m.,
City Hall, Room 406

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Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: First name after item indicates Member initiating motion. Second name indicates Member seconding motion. All items passed unanimously except as noted.

Call to Order at 4:10 p.m.

Roll Call: Present: Parker, Pilpel. Absent: Williams

Agenda Changes: None

1. Approval of minutes of June 10, 2004.

   Minutes approved. (Pilpel/Parker) (Williams absent)

2. Update on proposed changes to the Sunshine Ordinance.

   Chair Parker gave oral update.

   Public Comment from Lurilla Harris asking for clarification of changes.

   This item is continued to the next Committee meeting.

3. Discussion of times and dates for Committee meetings.

   Motion adopted to recommend to the Task Force that the Compliance &

Amendments Committee meet on the second Tuesday of each month and the Complaint Committee meet on the third Tuesday of each month. (Pilpel/Parker) (Williams absent)

4. Direction of Public Education & Information Committee. (Garrett Jenkins)

   --Discussion of work program for 2004.

   Discussion was held regarding working with departments to be more education proactive, i.e., going to departments and explaining the Sunshine Ordinance to those who are responsible for records; also suggestion was made to request departments to address the Task Force and let the Task Force know what their procedures are as regards public records.

   This item continued to the next meeting for further discussion.

5. Public comment. None

The meeting adjourned at 5:20 p.m.

Donna L. Hall, Administrator

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

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Thursday, August 12, 2004
4:00 p.m.,
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 14, 2004. (action item)

2. Update on proposed changes to the Sunshine Ordinance. (information item)

3. SFGTV representative regarding public participation in local government. (information item)

4. Direction of Public Education & Information Committee.

   --Discussion of work program for 2004. (discussion and possible action item)

5. Public comment. (For items not listed on the agenda)

6. Future agenda committee member items. (discussion item)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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2.	City responds	5 minutes
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Above total speaking time for Complainant and City to be the same

3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each

5. Matter is with the Task Force for discussion and deliberation
6. Vote by Task Force

Note: Time must be adhered to
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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

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Thursday, August 12, 2004
4:00 p.m.,
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

This meeting rescheduled to Tuesday, August 17, 2004, 3:00 p.m., City Hall, Room 406, due to lack of a quorum.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 14, 2004. (action item)

2. Update on proposed changes to the Sunshine Ordinance. (information item)

3. SFGTV representative regarding public participation in local government. (information item)

4. Direction of Public Education & Information Committee.

   --Discussion of work program for 2004. (discussion and possible action item)

5. Public comment. (For items not listed on the agenda)

6. Future agenda committee member items. (discussion item)

Adjournment

Submitted by Donna L. Hall, Administrator

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

RESCHEDULED NOTICE OF MEETING OF Thursday, August 12, 2004

RESCHEDULED TO
Tuesday, August 17, 3:00 p.m.,
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of July 14, 2004. (action item)

2. Update on proposed changes to the Sunshine Ordinance. (information item)

3. SFGTV representative regarding public participation in local government. (information item)

4. Direction of Public Education & Information Committee.

   --Discussion of work program for 2004. (discussion and possible action item)

5. Public comment. (For items not listed on the agenda)

6. Future agenda committee member items. (discussion item)

Adjournment

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MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

Tuesday, August 17, 2004
4:00 p.m.,
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

This meeting rescheduled to Tuesday, August 17, 2004, 3:00 p.m., City Hall, Room 406, due to lack of a quorum.

Meeting called to order at 4:50 p.m.

Roll Call: Member Parker absent. Member Pilpel chaired the meeting.

Agenda Changes: Item #3 to be heard at end of meeting.

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1. Approval of minutes of July 15, 2004.

   Approved. (Williams/Pilpel) (Parker absent)

2. Update on proposed changes to the Sunshine Ordinance.

   Chair Pilpel stated the Compliance & Amendments Committee will be holding hearings some time in the future on Administrative Code 12L regarding non-profit regulations.

4. Direction of Public Education & Information Committee.

   --Discussion of work program for 2004.

   This item continued to the next meeting.

5. Public comment. None.

6. Future agenda committee member items. None.

3. SFGTV representative regarding public participation in local government.

   Jack Chin presented to the Committee San Francisco Government Television Cable Channel 26 history and overview of their program to the community.

The meeting adjourned at 4:25 p.m.

Submitted by Donna L. Hall, Administrator

*This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

http://www.sfgov.org/sunshine/

SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, September 9, 4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of August 17, 2004. (action item)

2. Update on proposed changes to the Sunshine Ordinance. (information item)

3. Policy body compliance with 72-hour agenda posting requirement. (discussion and possible action item) (David Pilpel)

4. Direction of Public Education & Information Committee. (discussion and possible action item)

   --Update of Mission and Work Plan
   --Training to departments and custodians of records

5. Public comment. (for items not listed on the agenda)

6. Future suggested agenda items of Committee. (discussion item)

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Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

Note: Time must be adhered to
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

Thursday, September 9, 2004, 4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Note: First name after item indicates Member initiating motion. Second name indicates Member seconding motion. All items passed unanimously except as noted.

Meeting called to order at 4:25 p.m.

Roll Call: Present: Parker, Pilpel. Absent: Williams.

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Agenda Changes: None

1. Approval of minutes of August 17, 2004.

   Minutes approved. (Pilpel/Parker) (Williams absent)

2. Update on proposed changes to the Sunshine Ordinance.

   No action.

3. Policy body compliance with 72-hour agenda posting requirement.

   Continued to next meeting.

4. Direction of Public Education & Information Committee. (discussion and possible action item)

   --Update of Mission and Work Plan
   --Training to departments and custodians of records

   Continued to next meeting.

5. Public comment. None,

6. Future suggested agenda items of Committee. None

The meeting adjourned at 4:50 p.m.

Submitted by Donna L. Hall, Administrator

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Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, October 14, 2004
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

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Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of September 9 2004. (action item)

2. Discussion with City Hall Building Management regarding public meetings at City Hall. (Pilpel) (no action)

3. Discussion of proposed community meetings and dates. (discussion and possible action item)

4. Discussion of recent change in Police Department information practices. (discussion and possible action item)

5. Policy body compliance with 72-hour agenda posting requirement. (discussion and possible action item) (David Pilpel)

6. Update of Committee Mission and Work Plan. (action item)

7. Public comment. (for items not listed on the agenda) (no action)

8. Future suggested agenda items of Committee. (no action)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES*

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Thursday, October 14, 2004, 4:00 p.m.
City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Note: First name after item indicates Member initiating motion. Second name indicates Member seconding motion. All items passed unanimously except as noted.

Meeting called to order at 4:00 p.m.

Roll Call: Present: Parker, Pilpel, Williams

Agenda Changes: None

1. Approval of minutes of September 9, 2004.

   Minutes approved. (Williams/Pilpel) (Ayes: Members Williams, Pilpel, Parker)

2. Discussion with City Hall Building Management regarding public meetings at City Hall.

   Rohan Lane, Media Security Systems Manager, City Hall Building Management, discussed e-mail distribution of City Hall schedules of meetings, events, and rallies to City department heads, security, the press room, and police. An intranet site is also available with this information that will be linked to a public web-site in the future. A handout was distributed of information that is available online.

   No provision for the visually impaired other than to direct people to Room 8. All hearing rooms within City Hall are equipped with audio-recording devices and assisted listening devices. Conference rooms are supplied with portable equipment if required. In addition, software is available to anyone with a laptop in order to record a meeting.

Rallies within City Hall steps require City Hall permits. PA systems are only available for City officials at this time. Amplified sound permits are required through the Entertainment Commission.

Video recordings are available through SFGTV for Rooms 263, the Board Chambers, 400, 416 and Press Conference Rooms. Individual departments are charged for video recording meetings. Rooms 406 and 408 are set up for audio-recording only at this time. The Building Department schedules Rooms 400, 408, 416, 034, 082 and 421. Rooms 263 and 279 are handled through the Clerk of the Board and Room 406 is handled through the Assessment Appeals Board.

3. Discussion of proposed community meetings and dates.

Member Parker recommended providing information to the community on the Sunshine Ordinance. Member Williams would check for availability of the Bayview Opera House. A recommended date was Saturday, November 20 at 11:00 a.m., 12:00 p.m., 5:00 p.m. or 6:00 p.m.

Motion for the Public and Education and Information Committee to forward to the full Task Force a request for approval to provide resource information as a community public service. The structure would be discussed with Deputy City Attorney Llorente. (Williams/Pilpel) (AYES: Members Williams, Pilpel, Parker)

4. Discussion of recent change in Police Department information practices.

Member Pilpel discussed the San Francisco Police Department's proposed policy change on information practices as discussed in the newspaper article "SFPD alters policy on information..."

A discussion was held regarding Task Force members who attend meetings and speak on behalf of the Sunshine Task Force.

Continued to the next meeting.

5. Policy body compliance with 72-hour agenda posting requirement.

Member Pilpel discussed better ways for departments to comply with the 72-hour agenda posting requirement in particular for meetings held Monday, Tuesday, or Wednesday and not posted or mailed until Friday.

Chair Parker recommended inviting to the next meeting representatives from newspapers that have free advertising, particularly the Bay Guardian, SF Weekly, Asian Week, the Independent, and Examiner to ask them if they would be willing to advertise upcoming meeting schedules.

Continued to the next meeting.

6. Update of Committee Mission and Work Plan.

   The Public Education and Information Committee Mission and Work Plan adopted with an amendment to change the wording on the paragraph that reads "The Committee will assist the City Attorney's Office in coordinating training to persons involved with Boards and Commissions..." to "...coordinating training for custodians of records of departments, secretaries and clerks of Boards and Commissions, members of Boards and Commissions, department heads, public information officers, and all those required to file Statements of Economic Interests forms." (Pilpel/Williams) Unanimously approved. (AYES: Members Pilpel, Parker, and Williams)

7. Public comment. None

8. Future suggested agenda items of Committee.

   Invite members of the free press to request free advertising for departments (Parker)

   Visitacion Valley outreach (Williams).

The meeting adjourned at 5:10 p.m.

Submitted by Donna L. Hall, Administrator

*This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

NOTICE OF CANCELLATION OF MEETING OF

Thursday, November 11, 2004

Posted 11/5/04

Sunshine Ordinance Task Force

City Hall
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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

Agenda

NOTICE OF CANCELLATION OF MEETING OF

Thursday, December 9, 2004

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Posted 12/2/04

Board of Supervisors
Sunshine Ordinance Task Force

January 13, 2005

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

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Thursday, January 13, 2005

4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of October14, 2004. (action item)

2. Discussion of training options for department custodian of records.

   (discussion and possible action) (D. Parker)

3. Discussion on community outreach regarding Sunshine Ordinance.

   (discussion and possible action item) (M. Williams)

4. Policy body compliance with 72-hour agenda posting requirement.

   (discussion and possible action item) (D. Pilpel)

5. Consideration of inviting representatives from the print media to discuss free advertising for meeting schedules. (discussion and possible action) (D. Parker)

6. Update of Committee Mission and Work Plan. (action item)

7. Public comment. (for items not listed on the agenda) (no action)

8. Future suggested agenda items of Committee. (no action)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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Board of Supervisors
Sunshine Ordinance Task Force

January 13, 2005

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

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Thursday, January 13, 2005
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Ann Williams

Call to Order: The meeting was called to order at 4:20 p.m

Roll Call: Present: Parker, Pilpel

Absent: Williams

Agenda Changes: none.

1. Approval of minutes of October 14, 2004. (action item)

   Speakers: none.

   Motion to approve. (Pilpel/Parker)

   Ayes: Pilpel, Parker

   Absent: Williams

2. Discussion of training options for department custodian of records.

   (discussion and possible action) (D. Parker)

   Speakers: none.

   No action.

3. Discussion on community outreach regarding Sunshine Ordinance.

(discussion and possible action item) (M. Williams)

No action.

Speakers: none.

4. Policy body compliance with 72-hour agenda posting requirement.

(discussion and possible action item) (D. Pilpel)

Speakers: none.

Item tabled.

5. Consideration of inviting representatives from the print media to discuss free advertising for meeting schedules. (discussion and possible action) (D. Parker)

Speakers: none.

Continued to a future meeting.

6. Update of Committee Mission and Work Plan. (action item)

Edit page 19 of the packet below the title "The Public Education and Information Committee" adc "Mission and Work Plan".

Speakers: none.

Item tabled.

7. Public comment. (for items not listed on the agenda) (no action)

Speakers: none.

8. Future suggested agenda items of Committee. (no action)

Speakers: none.

Adjournment The meeting adjourned at 4:45 p.m.

Board of Supervisors
Sunshine Ordinance Task Force

February 10, 2005

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

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Thursday, February 10, 2005

4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of October14, 2004. (action item) (attachment)

2. Discussion of training options for department custodian of records.

   (discussion) (D. Parker) (no attachment)

3. Discussion on community outreach regarding Sunshine Ordinance.

   (discussion and possible action item) (M. Williams) (no attachment)

4. Policy body compliance with 72-hour agenda posting requirement.

   (discussion and possible action item) (D. Pilpel) (no attachment)

5. Consideration of inviting representatives from the print media to discuss free advertising for

meeting schedules. (discussion and possible action) (D. Parker)

(no attachment)

6. Public comment. (for items not listed on the agenda) (no action)

7. Future suggested agenda items of Committee. (no action)

Adjournment

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

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MINUTES

Thursday, February 10, 2005
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Call to Order: The meeting convened at 4:09 p.m.
Roll Call: Present: Pilpel, Williams.
Absent: Parker.
Agenda Changes: Guest speaker on government web sites was heard as the first item.

1. Approval of minutes of January 13, 2005.

   Motion to continue. (Pilpel, Williams)
   Ayes: Pilpel, Williams

2. Discussion of training options for department custodian of records.

   Motion to continue. (Pilpel, Williams)
   Ayes: Pilpel, Williams

3. Discussion on community outreach regarding Sunshine Ordinance.

   Motion to continue. (Pilpel, Williams)
   Ayes: Pilpel, Williams

4. Policy body compliance with 72-hour agenda posting requirement.

   Motion to file. (Pilpel, Williams)
   Ayes: Pilpel, Williams

5. Consideration of inviting representatives from the print media to discuss free advertising for meeting schedules.

   Motion to continue. (Pilpel, Williams)
   Ayes: Pilpel, Williams

6. Discuss the sfgov.org web site

Speakers: Umesh Gupta, Web Services Manager E-Government.

7. Public comment.

Speakers: none.

8. Future suggested agenda items of Committee.

Request an update on the review of list of policy bodies.
Request an update on the letter to departments surveying them on how Sunshin affects them and amendments they would like to see.
Member Pilpel requests copies of the Clerk of the Board's PowerPoint presentation.

Adjournment The meeting adjourned at 5:00 p.m.

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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Board of Supervisors
Sunshine Ordinance Task Force

March 10, 2005

Click on the file numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. Click here for info about obtaining Acrobat (it's free).

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, March 10, 2005

4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

Call to Order
Roll Call
Agenda Changes

1. Approval of minutes of January 13, 2005 and February 10, 2005.

   (action item) (attachment)

2. Discussion of training options for department custodian of records.

   (discussion and possible action item)

3. Update on the review of list of policy bodies.

   (discussion and possible action item) (D. Pilpel) (no attachment)

4. Update on the letter to departments surveying them on how Sunshine

affects them and amendments they would like to see.

(discussion and possible action item) (D. Pilpel) (no attachment)

5. Public comment. (for items not listed on the agenda) (no action)

6. Future suggested agenda items of Committee. (no action)

Adjournment **Next Regular Meeting April 14, 2005**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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(Excluding Complainant & City response, witnesses)

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6. Vote by Task Force

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Board of Supervisors
Sunshine Ordinance Task Force

March 10, 2005 Cancelled

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, March 10, 2005

4:00 p.m., City Hall, Room 406

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Sunshine Ordinance Task Force

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Tel. No. 554-7724
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SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
AGENDA

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Roll Call
Agenda Changes

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2. Discussion of Sunshine Ordinance Task Force Annual Report. (discussion and possible action item) (attachment)

3. Discussion of training options for department custodian of records. (discussion and possible action item) (no attachment)

4. Update on the review of list of policy bodies. (discussion and possible action item) (D. Pilpel) (no attachment)

5. Update on the letter to departments surveying them on how Sunshine affects them and amendments they would like to see. (discussion and possible action item) (D. Pilpel) (no attachment)

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7. Future suggested agenda items of Committee. (no action)

Adjournment **Next Regular Meeting May 12, 2005**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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Sunshine Ordinance Task Force

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http://www.sfgov.org/sunshine/

SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
MINUTES
Thursday, April 14, 2005
4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

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Call to Order: The meeting convened at 4:12 p.m.
Roll Call: Present: Parker, Pilpel
Absent: Williams
Agenda Changes: Meeting moved to Room 82

Deputy City Attorney: Ernie Llorente
Committee Clerk: Linda Wong

1. Approval of minutes of January 13, 2005 and February 10, 2005. (Pilpel/Parker)

Ayes: Parker, Pilpel

Speakers: None

2. Discussion of Sunshine Ordinance Task Force Annual Report.

Discussion regarding Addenda #2 to show the member succession during the calendar year.

Speakers: none.

3. No action.

Discussion of training options for department custodian of records.

Discussed the status of the Public Education and Information letter regarding the training for department custodian of records.

Speakers: none.

Motion to continue. (Parker/Pilpel)
Ayes: Parker, Pilpel

4. Update on the review of list of policy bodies.

Discussed email list provided to the Administrator and Deputy City Attorney's office.

Speakers: none.

Continued to the call of the Chair.

5. Update on the letter to departments surveying them on how Sunshine affects them and amendments they would like to see.

Speakers: none.

Continued to next meeting.

6. Public comment.

Speakers: none.

7. Future suggested agenda items of Committee.

Speakers: none.

No action.

Adjournment The meeting adjourned at 4:44 p.m.

Board of Supervisors
Sunshine Ordinance Task Force

May 12, 2005

Click on the file numbers below to obtain background materials. These files are provided in PDF format, and you must have the Adobe Acrobat Reader to access them. Click here for info about obtaining Acrobat (it's free).

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SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

6

Thursday, May 12, 2005

105

4:00 p.m., City Hall, Room 406

Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

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Roll Call
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Adjournment **Next Regular Meeting June 16, 2005**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

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6. Vote by Task Force

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Board of Supervisors
Sunshine Ordinance Task Force

May 12, 2005 Cancelled

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

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City of S. Francisco
Sunshine Ordinance Task Force

June 9, 2005

SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

Thursday, June 9, 2005
4:00 p.m., City Hall, Room 278

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Committee Members: David Parker, Chair, David Pilpel, Marjorie Williams

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Board of Supervisors
Sunshine Ordinance Task Force

June 9, 2005

Sunshine Ordinance Task Force

PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

Thursday, June 9, 2005
4:00 p.m., City Hall, Room 278

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MEETING CANCELLED

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Sunshine Ordinance Task Force

July 14, 2005

SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

AGENDA

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(discussion and possible action item)

7. Public comment for items not listed on the agenda. (no action)

8. Future suggested agenda items of Committee. (no action)

Adjournment **Next Regular Meeting August 11, 2005**

THE AGENDA PACKET IS AVAILABLE FOR REVIEW MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

Note: Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair at the beginning of each item, excluding persons requested by the Task Force to make presentations.

1. Complainant presents his/her facts and evidence 5 minutes

Other parties of Complainant presents facts & evidence Up to 3 minutes each

2. City responds 5 minutes

Other parties of City respond Up to 3 minutes each

Above total speaking time for Complainant and City to be the same

3. Complainant presents rebuttal 3 minutes

4. Public comment Up to 3 minutes each

(Excluding Complainant & City response, witnesses)

5. Matter is with the Task Force for discussion and deliberation

6. Vote by Task Force

Note: Time must be adhered to

If a speaker is interrupted by questions, the interruption does not count against his/her time.

Disability Access: The hearing room is wheelchair accessible.

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact Adele Destro by mail to Interim Administrator, Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco CA 94102-4689; by phone at 415 554 7724; by fax at 415 554 7854; or by email at sotf@sfgov.org.

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Board of Supervisors
Sunshine Ordinance Task Force

July 14, 2005

SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

Thursday, July 14, 2005
4:00 p.m., City Hall, Room 406

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Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

Call to Order: 4:15 p.m.

Roll Call: Present: Pilpel (arrived at 4:17 p.m.) Williams, Mueller

Agenda Changes: None

Deputy City Attorney: Ernie Llorente

Clerk: Adele Destro

1. Approval of minutes of April 14, 2005.

   Speakers: None

   Motion to approve minutes of April 14, 2005. (Williams/Mueller)

   Ayes: Williams, Mueller

   Absent: Pilpel

2. Discussion on community outreach regarding Sunshine Ordinance.

   Speakers: None

   Members discussed and selected outreach assignments. Chair Pilpel will be responsible for departments, Member Williams for non-profit and 12L compliance, and Member Mueller for publi outreach. Item continued to the call of the chair without objection.

3. Discussion of training options for department custodian of records.

   Speakers: None

Members discussed how to better train custodian of records. Item continued to next meeting without objection.

4. Update on the letter to departments surveying them on how Sunshine

affects them and amendments they would like to see.

Chair Pilpel mentioned the customer survey draft from the Compliance and Amendments Committee. Item filed without objection.

5. Discussion of SOTF web site.

Speakers: None

Chair Pilpel reviewed updates to the SOTF web site, which were previously discussed with the SOTF Administrator. Item filed without objection.

6. Discussion of public noticing and hearings.

Speakers: None

Continued to next meeting or when an appropriate staff can appear to discuss noticing of Board Supervisor and Committee meetings and invite Contracts/Purchasing to attend.

7. Public comment for items not listed on the agenda.

Speakers: None

8. Future suggested agenda items of Committee.

Speakers: None

Chair Pilpel discussed list of what would like to do in Committee this year.

AdjournmenT 4:58 p.m

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinance Task Force.

Sunshine Ordinance Task Force

City Hall
Dr. Carlton B. Goodlett Place, Room 244
San Francisco 94102-4689
Tel. No. 554-7724
Fax No. 554-7854
TDD/TTY No. 544-5227

http://www.sfgov.org/sunshine/

SUNSHINE ORDINANCE TASK FORCE
PUBLIC EDUCATION & INFORMATION COMMITTEE
AGENDA

Thursday, August 11, 2005
4:00 p.m., City Hall, Room 406

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Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

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Call to Order/Roll Call/Agenda Changes

1. Adoption of minutes of July 14, 2005 (action item) (attachment)

2. Administrator's Report (no attachment)

3. Presentation re City Hall Building Management and meeting rooms. (Pipel) (no attachment)

4. Status of outreach monitoring efforts (General Public: Mueller, Community-based organizations and non-profits: Williams, City Departments: Pilpel) (no attachment)

5. Recommendation to differentiate annual training pursuant to Administrative Code Section 67.33 based on participants' having attended prior trainings or other criteria. (Pilpel) (no attachment)

6. Further discussion of departmental Sunshine training issues. (Pilpel) (no attachment)

7. Recommendation to change committee name to Education, Outreach, and Training Committee (Pilpel) (no attachment)

8. Review Committee mission statement and work plan. (Pilpel) (no attachment)

9. Public comment for items not listed on the agenda. (no attachment)

10. Committee Members' comments, questions and request for future agenda items. (no attachment)

Adjournment
Next Regular Meeting September 8, 2005

THE AGENDA PACKET IS AVAILABLE FOR REVIEW
MONDAY THROUGH FRIDAY AT CITY HALL, ROOM 244

SUNSHINE ORDINANCE TASK FORCE HEARING PROCEDURES

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	Other parties of Complainant presents facts & evidence	Up to 3 minutes each
2.	City responds	5 minutes
	Other parties of City respond	Up to 3 minutes each
	Above total speaking time for Complainant and City to be the same	
3.	Complainant presents rebuttal	3 minutes
4.	Public comment (Excluding Complainant & City response, witnesses)	Up to 3 minutes each
5.	Matter is with the Task Force for discussion and deliberation	
6.	Vote by Task Force	

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Sunshine Ordinance Task Force

August 11, 2005

SUNSHINE ORDINANCE TASK FORCE

PUBLIC EDUCATION & INFORMATION COMMITTEE

MINUTES

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Thursday, August 11, 2005

4:00 p.m., City Hall, Room 406

Committee Members: David Pilpel, Chair, Marjorie Williams, Nick Mueller

Call to Order: 4:05 p.m.

Roll Call: Present: Pilpel, Williams, Mueller

Agenda Changes: Item #3 taken out of order

1. Adoption of minutes of July 14, 2005

   Speakers: None

   Motion to approve minutes of July 14, 2005. (William/Mueller)

   Ayes: Pilpel, Williams, Mueller

2. Administrator's Report

   There was no report given.

   Speakers: None

3. Presentation re City Hall Building Management and meeting rooms.

   Item #3 was heard after item #10

   Rohan Lane, Media/Security Systems Manager, Department of Administrative Services gave presentation

   Speakers: None

4. Status of outreach monitoring efforts

Member Mueller suggested that the Committee contact the media for assistance in educating the public about the Sunshine Ordinance Task Force. Member Williams spoke on community outrea Member Pilper spoke on Sunshine Ordinance training for City departments.

Speakers: None

Motion to continue this item for further discussion.

Without objection

5. Recommendation to differentiate annual training pursuant to Administrative Code Section 67.33 based on participants' having attended prior trainings or other criteria.

Speakers: None

Motion to recommend to the full Task Force to differentiate annual training pursuant to Administrative Code 67.33 based on participates' having attended prior trainings or other criteria (Mueller/Willams)

Ayes: Pilpel, Williams, Mueller

6. Further discussion of departmental Sunshine training issues.

Speakers: None

Motion to continue further discussion of departmental Sunshine training issues to the next meetir

Without objection

7. Recommendation to change committee name to Education, Outreach, and Training Committee.

Speakers: None

Motion to recommend to the full Task Force to change committee name to Education, Outreach and Training Committee. (Mueller/Williams)

Ayes: Pilpel, Williams, Mueller

8. Review Committee mission statement and work plan.

Speakers: None

Motion to continue to review committee mission statement and work plan to the next meeting.

Without objection.

9. Public comment for items not listed on the agenda.

Speakers: None

10. Committee Members' comments, questions and request for future agenda items.

Member Pilpel submitted proposed tentative calendar of future agenda items for discussion.

Speakers: None

Adjournment: Meeting adjourned at 5:01 p.m.

This meeting has been audio recorded and is on file in the office of the Sunshine Ordinanc Task Force.

Board of Supervisors
Sunshine Ordinance Task Force

September 08, 2005 Cancelled

CANCELLED

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SUNSHINE ORDINANCE
TASK FORCE

September 8, 2005
Public Education and Information
Committee Meeting
4:00 PM
Room 406

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